



ABDULLAH MOHAMMATHU ISMAIL

ACCOUNTING | PROCUREMENT | WAREHOUSE /
STORE OPERATIONS | LOGISTICS & SUPPLY CHAIN
SPECIALIST

CONTACT

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EDUCATION

- 2025 - HND IN LOGISTICS &
SUPPLY CHAIN MANAGEMENT
- 2014 - ASSOCIATION OF
ACCOUNTING TECHNICIANS -
PROFESSIONAL ACCOUNTING
- 2014 - COMPUTERIZED
ACCOUNTING - DIPLOMA

SKILLS

Supply Chain & Logistics

- Inventory Management
- Supply Chain & Logistics Coordination
(Inbound/Outbound Shipments,
Shipping & Customs Clearance, Event
Logistics)
- Vendor & Supplier Coordination

Accounting & Finance

- Accounts Payable & Receivable
- Bank Reconciliation & Cash
Management
- Payroll Processing (WPS)
- Invoice Preparation & Payment
Tracking
- Financial Reporting & Analysis

Systems & Software

- ERP/WMS
- Accounting Software (QuickBooks,
Zoho Inventory)
- Data Analysis & Financial
Documentation
- E-Commerce (Shopify)

Leadership & Operational Management

- Team Leadership, Staff Coordination
- Process Optimization, Problem-
Solving

Language

- English (Professional)
- Arabic (Manageable)
- Hindi (Manageable)

PROFILE

Strategic Logistics & Finance Professional with 7+ years of experience. Demonstrated success in managing complex logistics & warehouse operations for FIFA 2022 and AFC 2023. Unique dual-competency in **Financial Accounting (AAT)** and **Supply Chain Management (HND)**, allowing for superior oversight of procurement, inventory valuation, and operational cost control. Proven ability to lead teams, optimize ERP workflows, and ensure 100% stock accuracy in fast-paced, multi-national environments.

WORK EXPERIENCE

Accountant

2024 - 2025

MI Brothers Marketing - Elite Tea Pvt Ltd | Sri Lanka

- Managed daily accounting operations including sales, purchases, cash/bank entries, and shift closing
- Maintained accurate inventory records, monitored stock movement, and conducted regular stock reconciliation
- Handled accounts payable/receivable, supplier payments, customer invoicing, and collections
- Supported procurement activities by preparing purchase orders, coordinating with suppliers, and tracking deliveries
- Ensured timely availability of stock through demand planning and FIFO practices
- Prepared monthly reports on sales, expenses, stock valuation, and profit for management review

Inventory & Logistics Coordinator

2021 - 2024

Qatar Live WLL | Qatar

- Ensured 100% stock accuracy by implementing improved tracking methods (SKU/Barcode), reducing discrepancies and supporting smooth project operations.
- Coordinated delivery planning for major events including FIFA and AFC projects, ensuring all shipments were delivered on time and without delays.
- Coordinated with clearance and freight forwarding agencies to ensure seamless import/export operations and efficient shipping clearance.
- Strengthened supplier relationships, resulting in faster replenishment cycles and improved inbound/outbound workflow efficiency.
- Led and trained the warehouse/inventory team, improving task delegation, daily productivity, and overall operational performance.

Accountant

2020-2021

Aldocoppola Beauty Salon Doha | Qatar

- Ensured 100% accuracy in daily accounting transactions, including supplier payments, invoicing, and inter-company entries.
- Completed monthly bank reconciliations with zero discrepancies, improving financial clarity and supporting smooth month-end closing.
- Processed WPS payroll on time every month, maintaining error-free salary disbursements and strong staff confidence.
- Manage Shopify Account & Coordinate E-Commerce Process

Administrative Supervisor

2017-2020

24/7 Supermarket - Al Mana | Qatar

- Achieved monthly sales and operational targets by leading and coordinating the team effectively.
- Improved reporting accuracy by tracking daily sales performance and identifying trends for management.